

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-272 **Issue Date:** 09-26-18 **Closing Date:** 10-03-18

Staff Attorney I
Office of Legal Counsel
Hourly Wage: \$46.95/Regular/Full-Time

Serves as Legal Counsel to the Yakama Nation Tribal Council and the Yakama Nation Government as a whole, including all departments and programs. Representation includes: assisting Lead Attorney, Staff Attorney III's, and Staff Attorney II's to appear before tribal, state, and federal courts, and other hearing bodies. Services encompass many different subject matter areas without specialization in any particular field other than Federal Indian Law. Dependent upon supervisory approval and the current needs of the office, this position may be suitable for flexible work hours.

Examples of Work Performed:

- Responsible to provide a full range of legal services needed by the Yakama Nation Tribal Council, Tribal Programs and departments, as well as Yakama Nation enterprises as directed and where there is no conflict of interest. Provide legal advice on questions related to federal, state and tribal law, the Treaty of 1855 and Tribal Sovereignty.
- Assists the Lead Attorney, Staff Attorney III's and Staff Attorney II's, to provide legal advice, consultations, and presentations; performs legal research, reviews contracts and other legal documents; drafts memos, resolutions, letters, agreements, codes, contracts, policies, and any necessary pleadings.
- As assigned, serves as co-counsel on cases in Yakama Nation, federal or state courts.
- Researches and analyzes material on recent developments in Indian Law, information is reviewed with Lead Attorney to determine the effect on the Yakama Nation and presented to Tribal leadership.
- Provides any and all other related duties as assigned by the Lead Attorney, Executive Committee, and/or any other Tribal Council Committee.

Knowledge, Skills and Abilities:

- Advanced verbal and written communication skills.
- Ability to research, formulate, and present legal issues, ideas and arguments.
- Ability to prioritize, organize, and manage a caseload in a diligent and productive manner.
- Knowledge of and skill in the use of computers and assorted Apple and related software, including Lexis Nexis.
- Knowledge of Indian law, legal codes, court procedures, precedents, federal/state statutes and regulations, case law, executive orders, and civil procedures.

General Recruiting Indicators:

- Minimum – Graduate from an accredited law school with a demonstrated interest in Federal Indian law or related fields. Prefer 1 to 2 years as a practicing attorney, preferably in Indian law. Admission in and have good standing to the Washington State Bar (or ability to obtain admission within first year of employment). Submission of cover letter, updated resume, legal writing sample(s) and law school transcript.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test and background check.
- Prefer Yakama Nation Tribal Members, or candidates with Indian heritage.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation tribal driver's permit.